

ATTENDANCE

Organisation	Name	Role		Attendance
		Staff	Public Partner	
Oxford AHSN	Sian Rees	√		Present
	Alison Provins		√	Present
	Lucy Walters	√		Present
	Lisa-Anne Dallas	√		Present
Oxford Biomedical Research Centre	Rachel Taylor	√		Present
Oxford Health Biomedical Research Centre	Alexandra Almeida	√		Present
TV ARC	Esther van Vilet / Una Rennard	√		Present
NIHR Clinical Research Network	Oliver Evans	√		Present
NIHR Research Design Service	Paul Hewitson	√		Present
NHS England South East		√		TBC
Leadership Academy		√		TBC
Clinical Senate		√		TBC

Agenda Item 1

Welcome, Introductions & Apologies

- Esther van Vilet & Una Rennard are representing the ARC in Claire Swartz absence.
- Update provided to new members on the history and development of the Working Together Group.

SR

Agenda Item 2

Minutes from May 2022 meeting and matters arising. Minutes from May need to be agreed before adding to the website.

- Amendment to May 2022 meeting minutes, Agenda Point 8:
National RDS PPI group have agreed to raise the upper limit for funding for pre-grant activities (PIFs - Public Information Funding) from £300 to **£350** (not £500 as per previous minutes)
- Group agreed May 2022 meeting minutes can now be added to the website.

L-AD

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Agenda Item 3

Involvement Matters Newsletter

- Text to be sent to Adestra mailing list now agreed. People will be sent a new link to register via MailChimp. Link to sign up: <https://oxfordahsn.us11.list-manage.com/subscribe?u=9c60b9111ece7ffaec88b25f&id=4fa569a694>

ALL

<ul style="list-style-type: none"> • Aim to get the first edition of Involvement Matters out in October 2022. Request to group for content/ideas. • Email Oliver for assistance with MailChimp template. • Suggestion for newsletter – an introduction to one of the Working Together Group organisations and/or its people (and Public Partners). • Create a schedule of ideas for each edition and share with group. 	<p>ALL</p> <p>LW</p> <p>LW</p> <p>LW</p>
<p>Agenda Item 4</p> <p><u>Training & Development</u></p> <p>Future Events:</p> <ul style="list-style-type: none"> • Discuss draft event schedule as per Lucy’s email to the group on 28th July • Speaker suggestions welcome <p>• Events from 2022-23: 2 webinar events planned pre-Christmas and 2 events post-Christmas:</p> <p>2022</p> <ul style="list-style-type: none"> ○ Date TBC – Coproduction series: Engaging with men about their mental health ○ Wednesday 9th November – Writing for the public workshop <p>2023</p> <ul style="list-style-type: none"> ○ Wednesday 1st February – Coproduction series: Engaging with men about their physical health ○ Thursday 16th March – Getting it right workshop <ul style="list-style-type: none"> • Request for ideas, wording/language for engagement and speakers for 2022 series – please send to Lucy Walters. • Oxford Health held an event on 25th March 2021 titled “Let’s Talk About Men’s Mental Health (www.oxfordhealth.nhs.uk/news/lets-talk-about-mens-mental-health/) – did anyone attend or know anyone who attended for ideas? – please send to Lucy Walters. • Matt Williams from Oxford AHSN will support with content for the mental health webinars. • Suggestion to focus on prostate cancer in men’s physical health webinar. • Suggestion to focus on ethnic minorities. • Suggestion to space the webinars out so people do not need to prioritise one over the other due to time constraints. <ul style="list-style-type: none"> • Event budgeting (contributions for next financial year) • £2,600 came from all members of the group in 2020 (except the RDS) but was not required in this year’s budget due to the pandemic. Oxford AHSN matched this. • Need to budget for the same amount again in the next financial year. • Some organisations requested to pay in advance – please contact Lucy Walters for invoicing and queries. • Send latest Finance Report and Memorandum of Understanding to group. 	<p>ALL</p> <p>ALL</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>ALL</p> <p>LW / L-AD</p>

Agenda Item 5

Communications & Engagement

- “Get Involved” banner – group agreed we should include a joining word between “Get Involved” and “Health & Care Services” such as “Get involved **in shaping** Health & Care Services”, for example. Oliver to provide an alternative design/s and send to group and PPI members for feedback.
- Suggestion for NIHR logo to be added to the banner.
- A separate banner could be costed and created for use for individual organisations if required.

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Agenda Item 6

Payment Policy – Feedback

- Oxford AHSN are currently paying a day rate of £150/8 hour (full day), pro-rated so £75/4 hour (half day) and £18.75 per hour. Suggestion to increase this rate to £160/8 hour day so £20 per hour.
- Suggestion to the group to have a common policy whilst appreciating the rates for each organisation are different.
- Group to review wording of the draft payment policy sent by the OAHSN in line with their own organisations and feed back to Lucy/Sian.
- NHS England are in the process of reviewing their payment policy. Sian to feed back to the group.
- Distribute to the group HMRC 5 Nations paper.

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Agenda Item 7

Planning for the coming year

- **Meet in person**
- **Strategy “bigger picture” meeting**
- Not covered in this meeting. Add to October Agenda.

Agenda Item 8

Brief updates from:

AHSN

- Currently interviewing for a new Community Involvement & Evaluation Manager.

CRN

- CRNs are being retendered from 15 networks down to 12 as of 1st April 2024 will be merging with a neighbouring authority.

ARC

- Currently reviewing how we are involving public contributors in the governance of the ARC. This review in response to concerns raised by our PPI Champions group who felt clarity was required around how the ARC involved people in how they work.
- Building connections with organisations across the area who are currently doing, or are intending to do, community engagement and involvement work to see where we can work together. A next step is doing a survey amongst the people involved in ARC-funded/ supported research to understand who we currently involve and who isn't to tailor our approach to community engagement activities.
- Working with the BRCs and University of Oxford's primary care research department to develop training for public contributors.
- Currently testing and supporting further development of the Cube as an evaluation/ impact tool. If anyone else already has experience with using it, it would be great to hear about your experiences.

NIHR RDS

- Running a 'Starting Research' webinar for early career researchers/interested people (presentations and one-to-one consultations) on the 22nd Sept (www.rds-sc.nihr.ac.uk/workshops-events/starting-research/)
- Running the FAD (Fellowship Application Day) for people mainly interested in NIHR/MRC fellowships (although transferable information for BHF, CRUK, etc) on the 12th Oct (www.rds-sc.nihr.ac.uk/workshops-events/fellowship-application-day/)
- RDS-SC other work involves set-up/writing of the new bid for the Research Support Service

The next **Working Together Operational Group Meeting** will be held virtually on MS Teams on:

Wednesday 19th October 2022: 9am – 11am

Meeting Schedule - Every 8 Weeks / 6 Times per Annum